

CHEF ASSISTANT (360 Hours)

Course No.: 78-50-80

COMPETENCY CHECKLIST

Student Name _____

Teacher Name _____ School Site _____

Start Date _____ Completion Date _____ Certificate Date _____

Teacher Signature _____ Student Signature _____

(Signatures verify completion of course competencies)

A. INTRODUCTION (3 hrs)

- _____ 1. Describe class procedures/policies
- _____ 2. Identify course objectives
- _____ 3. Define culinary terms
- _____ 4. Career opportunities available
- _____ 5. Organization of the modern kitchen
- _____ 6. Standard of professionalism for personnel
- _____ 7. Ethnic/exotic menus/recipes on internet

B. SAFETY AND SANITATION (12 hrs)

- _____ 1. Demo safe use of grill
- _____ 2. Demo safe use of food processors/mixers
- _____ 3. Demo safe use of stovetops/ovens
- _____ 4. Demo safe use of fryer
- _____ 5. Demo safe use of cutlery
- _____ 6. Demo safe use of hand tools
- _____ 7. Demo safe cleaning of kitchen equipment
- _____ 8. Various fire extinguishing techniques
- _____ 9. Describe immediate treatment of burns
- _____ 10. Describe immediate treatment of cuts
- _____ 11. Preventing cross-contamination
- _____ 12. Importance of good health for workers
- _____ 13. Proper clothing/sanitation habits of workers
- _____ 14. The four groups of microorganisms
- _____ 15. Basic steps in sterilization/sanitation
- _____ 16. Compare streptococcus/salmonella/botulism
- _____ 17. Explain food hydration
- _____ 18. Favorable conditions for bacteria
- _____ 19. Describe danger zone for food
- _____ 20. Tasting food w/food-borne pathogens
- _____ 21. Store cooked and non-cooked food properly
- _____ 22. Proper storage cleaning/non-food items
- _____ 23. Importance of food safety systems/HACCP

C. WEIGHTS AND MEASURES (2 hrs)

- _____ 1. Perform portion control

- _____ 2. Computer recipe modification
- _____ 3. Demo knowledge/use of measuring devices
- _____ 4. Liquid vs. dry measurement tools/equipment

D. INGREDIENTS (2 hrs)

- _____ 1. How methods of cooking change ingredients
- _____ 2. How each ingredient affects the formula
- _____ 3. Cultural difference w/regard to ingredients

E. CATERING, FOOD PRESENTATION, AND GARNISHING (24 hrs)

- _____ 1. Demo how to create a menu
- _____ 2. Describe theme/ambiance
- _____ 3. How to arrange a table w/linens & flatware
- _____ 4. Describe hot food presentation
- _____ 5. Describe importance of appearance
- _____ 6. Describe fundamental of plating food
- _____ 7. Describe garnishes
- _____ 8. Cold food presentation and buffet service
- _____ 9. Describe buffet arrangement and appearance
- _____ 10. Describe cold platter presentation
- _____ 11. Describe hot foods for buffets
- _____ 12. Describe catering
- _____ 13. Describe type of service
- _____ 14. Describe style of service
- _____ 15. Describe customer service
- _____ 16. Describe maintenance of dining areas
- _____ 17. Menus, signs & place cards on computer

F. METHODS OF COOKING (14 hrs)

- _____ 1. Identify utensils used in cooking & baking
- _____ 2. Demo poaching
- _____ 3. Demo broiling
- _____ 4. Demo baking
- _____ 5. Demo steaming
- _____ 6. Demo grilling
- _____ 7. Demo sautéing

- _____ 8. Demo deep-frying
- _____ 9. Demo roasting
- _____ 10. Demo wok/stir-frying
- _____ 11. Demo re-heating in the best way
- _____ 12. Demo 'holding' of a cooked food

G. TECHNIQUES OF COOKING (2 hrs)

- _____ 1. Planning/organizing for food preparation
- _____ 2. Prep for set meal service and extended meal
- _____ 3. Importance of *mise-en-place*
- _____ 4. Demo rough prep
- _____ 5. Demo using knives
- _____ 6. Demo cuts and shapes
- _____ 7. Demo blanching and precooking
- _____ 8. Demo marinating
- _____ 9. Demo dredging with flour
- _____ 10. Demo batters
- _____ 11. Demo deglazing a pan
- _____ 12. Perform folding, whisking, and beating
- _____ 13. Demo food cleaning

H. MEATS, INCLUDING SEAFOOD (35 hrs)

- _____ 1. Identify various types of meats
- _____ 2. Best methods for cooking types of meats
- _____ 3. Explain cuts of meats
- _____ 4. Demo boning/carving
- _____ 5. Demo use of meat in menu planning
- _____ 6. Explain purchasing good quality meat
- _____ 7. Demo opening shellfish
- _____ 8. Perform filleting and deboning
- _____ 9. Describe preparation and storage of meat

I. FRUIT (12 hrs)

- _____ 1. Identify types of fruit
- _____ 2. Demo knowledge of fruits 'in-season'
- _____ 3. Demo choosing good quality fruit
- _____ 4. Use fruit in menu planning
- _____ 5. Describe storing, handling, & display of fruit

J. CHEESE (12 hrs)

- _____ 1. Identify types/classifications of cheese
- _____ 2. Describe best use for various types of cheese
- _____ 3. Describe the best use of cheese in menus
- _____ 4. Present and display cheese
- _____ 5. Demo knowledge of purchasing cheese
- _____ 6. Demo knowledge of preparing cheese
- _____ 7. Demo knowledge of storing cheese

K. EGGS (6 hrs)

- _____ 1. Identify methods of cooking eggs
- _____ 2. Describe best uses for eggs in menus
- _____ 3. Demo knowledge of grade quality purchasing

- _____ 4. Demo ways to prepare eggs/including omelet
- _____ 5. Demo knowledge of storing eggs

L. VEGETABLES (6 hrs)

- _____ 1. Identify types of vegetables
- _____ 2. Describe uses of uncommon vegetables
- _____ 3. Cut and pare vegetables
- _____ 4. Demo knowledge of purchasing vegetables
- _____ 5. Demo knowledge of storing vegetables
- _____ 6. Present and display vegetables
- _____ 7. Identify best methods of cooking vegetables
- _____ 8. Demo uses for vegetable in menu planning

M. GRAINS (22 hrs)

- _____ 1. Identify types of grains
- _____ 2. Best uses for grains in menu planning
- _____ 3. Present/display different types of grains
- _____ 4. Demo knowledge of batters, doughs, & mixes

N. HERB CULTURE (16 hrs)

- _____ 1. Identify herbs
- _____ 2. Describe use of herbs in food preparation
- _____ 3. Describe creation/maintain an herb garden
- _____ 4. Prepare herbs for use
- _____ 5. Describe use of aromatic herbs

O. SALAD DRESSINGS, DIPS, SPREADS, AND MARINADES (10 hrs)

- _____ 1. Create dips and spreads
- _____ 2. Demo knowledge of dressings
- _____ 3. Create dressings
- _____ 4. Demo knowledge of use of marinades
- _____ 5. Create marinades

P. STOCKS AND SOUPS (13 hrs)

- _____ 1. Create standard stocks
- _____ 2. Demo knowledge of how to use stocks
- _____ 3. Prepare soups from stock

Q. SAUCES (15 hrs)

- _____ 1. Demo knowledge of types of sauces
- _____ 2. Create standard sauces
- _____ 3. Importance of sauces to most cuisines

R. PATÉS AND TERRINES (6 hrs)

- _____ 1. Demo knowledge of how to make patés
- _____ 2. Make terrines
- _____ 3. Demo use of pates/terrines in menu planning

S. CONDIMENTS, NUTS, SEEDS, OLIVES, PICKLES, AND RELISHES (6 hrs)

- _____ 1. Identify types and uses for condiments

- _____ 2. Demo knowledge of condiment preparation
- _____ 3. Store condiments properly

T. MILK PRODUCTS/SOY (6 hrs)

- _____ 1. Differentiate among milk/soy products
- _____ 2. Use milk/soy products in recipes
- _____ 3. Explain how to store milk/soy products

U. PASTA (8 hrs)

- _____ 1. Identify types of pasta
- _____ 2. Prepare pasta doughs and shapes
- _____ 3. Prepare pasta fillings
- _____ 4. Prepare pasta sauces
- _____ 5. Demo presentation and display of pasta

V. MEATLESS MENUS (6 hrs)

- _____ 1. Identify types of meatless diets
- _____ 2. Prepare meatless dishes

W. LABOR MANAGEMENT (30 hrs)

- _____ 1. Analyze labor needs
- _____ 2. Generate weekly work schedule
- _____ 3. Evaluate schedule modification
- _____ 4. Compare labor schedule to customer flow
- _____ 5. Computer apps useful in labor management

X. BUDGET CONTROL (30 hrs)

- _____ 1. Compare vendor bills to order form
- _____ 2. Compare vendor costs
- _____ 3. Analyze daily receipts/compare daily sales
- _____ 4. Evaluate costs/compare to budget

Y. PERSONNEL FUNCTIONS (50 hrs)

- _____ 1. Methods of recruiting appropriate applicants
- _____ 2. Demo interviewing techniques
- _____ 3. Info to be included in application packets
- _____ 4. Proper disciplinary procedures

Z. EMPLOYABILITY SKILLS (12 hrs)

- _____ 1. Employment requirements
- _____ 2. Applying learned skills during job search
- _____ 3. Prepare resume/portfolio on computer
- _____ 4. Use of internet in job search
- _____ 5. Design sample resumes
- _____ 6. Job specifics for various positions
- _____ 7. Qualifications needed for employment
- _____ 8. Plans for seeking employment
- _____ 9. Identify potential employers
- _____ 10. Filling out a job application
- _____ 11. Complete sample job application forms
- _____ 12. Importance of punctuality in job interview
- _____ 13. Importance of positive attitude in interview

- _____ 14. Importance of enthusiasm in job interview
- _____ 15. Importance of appropriate dress in interview
- _____ 16. Cleanliness and neatness in job interview
- _____ 17. Importance of punctuality on the job
- _____ 18. Importance of positive attitude on the job
- _____ 19. Importance of enthusiasm on the job
- _____ 20. Importance of appropriate appearance on job
- _____ 21. Cleanliness/neatness on the job
- _____ 22. Importance of continuous upgrading of skills
- _____ 23. Customer service as method to build business